

**Indiana Public Library Annual Report 2012**

Please call the Library Development Office with any questions at 317-232-3681 or 1-800-451-6028 or email [ldo@library.in.gov](mailto:ldo@library.in.gov) or [ehuffman@library.in.gov](mailto:ehuffman@library.in.gov).

**All information in the annual report is a matter of public record and much of it is published on the World Wide Web.**

**Give the most current information for:**

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section (dollars and cents required) and benefits.

**All other information should be for report (previous) year.**

- If the exact data are not known for any item, please estimate data (and indicate in federal note that it is an estimate). Estimates are very important. Enter “0” if the correct entry for an item is zero or “none”. Enter “N/A” if you know a particular data item is not “0” but you don’t know what it is and are unable to estimate it.
- Enter all dollar amounts for income, expenditures and revenue as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- Library Code – unique, 4-digit number assigned to your library system by the Library Development Office, Indiana State Library
- The definition of a public library, according to the Public Library Survey (PLS) definition (program of Institute of Museum and Library Services (IMLS)) - A public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following:

1. an organized collection of printed or other library materials, or combination thereof; paid staff;
2. an established schedule in which services of the staff are available to the public;
3. the facilities necessary to support such a collection, staff, and schedule; and
4. supported in whole or in part with public funds.

**PLEASE READ INSTRUCTIONS and DEFINITIONS, AS SOME HAVE CHANGED,  
and OTHERS HAVE BEEN CLARIFIED.**